



CITY OF SAINT PAUL

Summary of Benefits for Non-Represented Management and Legislative Personnel Group (2009)

Welcome to employment with the City of Saint Paul! This information sheet is a summary of benefits for employees in the Non-Represented Management and Legislative Personnel Group. Human Resources manages the Wage and Benefit Policy for this group (Employee Group 17).

Vacation

Employees covered by this policy shall be eligible for paid vacation as follows:

Years of Service	Number of Vacation Days
1 through 4 years	17 days
5 through 7 years	22 days
8 through 15 years	25 days
16 years and thereafter	29 days

Vacation accrual rate is determined on the original employment date.

Determination of the initial amount of vacation for unclassified positions will be made by the appointing official at the time of hire.

Personal Leave

Non-reps are eligible for six personal leave days (Discretionary Days) per year.

Deferred Compensation

The City will match up to \$2,000 per year on a dollar-for-dollar basis into one of the employer sponsored tax deferred 457 compensation plans. The plans include the State of Minnesota's Deferred Compensation Plan and ING.

Insurance:

- ❖ The non-represented group pays \$0 for single health insurance (any of the plans) and family varies according to the plan. Below is the 2009 employee's monthly contribution toward the family premium:

Open Access with Deductible	\$151.00
Primary with Deductible	\$185.73
Distinctions	\$209.89

- ❖ Preventative dental insurance is included with any plan listed above. Optional dental is available.
- ❖ Short-Term Disability is provided.
- ❖ Long -Term Disability is provided.
- ❖ Life Insurance: 100% of premium cost for an amount of coverage equaling one and one-half (1.5) times the employee's annual salary.

If you have questions on insurance, contact Jane Wateland in Human Resources at (651) 266-8890.

If discrepancies are found, the Wage and Benefit Policy for the Non-Represented Management and Legislative Personnel supercedes this document. If you have any other benefit questions, please contact Joanne Lempke, Employee Benefits Manager at (651) 266-8894.

General Optional Benefits

Deferred Compensation

Tax deferred 457 compensation plans are available through the State of Minnesota's Deferred Compensation Plan and through ING. You may begin to participate immediately upon hire.

Flexible Spending Accounts

Medical expenses not covered by insurance, transportation expenses not reimbursed by the City, and child care expenses can be paid out of "pre-tax" dollars through flexible spending accounts. The City pays the administrative costs associated with flexible spending accounts. (Hays Companies - 612-347-8410)

Life Insurance

Additional life insurance above the amount provided by the City is available for the employee, spouse, and dependents at a group rate after eligibility. (Hays Companies - 612-347-8410)

Accidental Death and Dismemberment Insurance

Employees may purchase this insurance at a minimum monthly charge. Spousal coverage is also available under this plan. (Hays Companies - 612-347-8410)

Subsidized Metro Bus Plan

The City subsidizes a significant portion of bus passes for employees working in 55101 and 55102 zip codes. (Contact your payroll personnel.)

Electronic Fund Transfer

You can deposit your employment checks easily by using electronic fund transfer. (Contact your payroll personnel.)

City and County Credit Union

The City and County Credit Union offers many services: savings, checking, ATM/debit cards, online services, VISA credit cards, car loans, personal loans, mortgages and more. (651-225-2754)

Employee Development

There is a modest tuition reimbursement program and there are other training opportunities. (Contact HR at 651-266-6500 for information.)

Retirement

PERA

Most City employees are covered by the Public Employee's Retirement Association (PERA) which is also the retirement system of other public jurisdictions and most State employees. Employees contribute and the City matches your contribution to PERA. PERA is "transportable" to many other public jurisdictions in Minnesota. PERA's toll free # is: 1 800 652-9026 and website is: <http://www.mnpera.org/Member/index.htm>.

FICA

FICA (Social Security/Medicare) also applies to Saint Paul. The employee's contribution is 7.65%, and the City's contribution is 7.65%.